

September 12, 2012

**ITEM NO. B3**

**AUTHORIZATION TO AMEND SECONDARY EMPLOYMENT POLICY**

To the Honorable Board of Commissioners:

**RECOMMENDATION**

It is recommended that the Board of Commissioners adopt the attached Resolution, entitled "Authorization to Amend the Secondary Employment Policy of the Chicago Housing Authority".

**EXPLANATION**

The proposed amendments to the Secondary Employment Policy include the following updates:

- requires the Chief Legal Officer to approve secondary employment in addition to the employee's Department Director and the Director of Human Resources,
- requires employees to seek approval before commencing secondary employment if the employee's secondary employment status changes prior to the January reporting period,
- clarifies the Sister Agencies with which employees are prohibited from obtaining secondary employment,
- requires employees to establish that the requested secondary employment will not interfere with the employee's CHA work hours,
- clarifies that employees are prohibited from using personal, sick or vacation time to perform secondary employment duties,
- clarifies that the CHA reserves the right to deny requests for secondary employment for any reason, and
- provides that employees at a director level and above are presumed ineligible for secondary employment, unless the employment is self-employment, is unrelated to the employee's professional responsibilities, or is related to educational purposes, and the employee satisfies all other requirements.

**RESOLUTION NO. 2012-CHA- 69**

**AUTHORIZATION TO AMEND THE SECONDARY EMPLOYMENT POLICY  
OF THE CHICAGO HOUSING AUTHORITY**

**WHEREAS**, the Board of Commissioners hereby finds and determines that it is necessary and in the best interests of the Authority to approve amendments to the Secondary Employment Policy as set forth in Exhibit B attached hereto;

**THEREFORE BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

Section 1. Incorporation of Recitals. The recitals set forth above are hereby found to be true and correct and are incorporated in their entirety as if fully set forth in this Section 1.

Section 2. Approval of Secondary Employment Policy. The amendments to the Secondary Employment Policy of the Authority as set forth in Exhibit B are hereby approved and adopted in substantially the form attached.

Section 3. Effective Date. This Resolution shall be in full force and effect after its passage as provided by law.

